

DEPARTMENT OF TRANSPORTATION

AND

CALIFORNIA HIGHWAY PATROL

Joint Operational Policy Statement

Revised March 1997

SPECIAL EVENTS ON CONVENTIONAL STATE HIGHWAY RIGHTS-OF-WAY

GENERAL

The Director of the California Department of Transportation (Caltrans) and the Commissioner of the California Highway Patrol (CHP) have entered into this agreement establishing criteria for the approval of permits allowing special events on conventional state highway rights-of-way under joint CHP/Caltrans jurisdiction. This agreement shall also provide for related traffic control services.

DEFINITIONS

The following guideline terms are defined for this policy statement as follows:

1. Special Event includes, but is not limited to, activities such as parades, marathons, bikeathons, walkathons, marches, and triathlons. Filming operations are covered under separate guidelines.
2. Encroachment Permit is a permissive authority to enter state highway right-of-way to conduct specified activities.
3. Conventional Highway includes all non-freeway and other non-access controlled highways having joint CHP/Caltrans jurisdiction.
4. Roadway Closure is any lane closure or stoppage of traffic that exceeds five minutes.
5. Intermittent Traffic Break is the slowing or stopping of traffic not to exceed five minutes.

## GENERAL GUIDELINES

1. Special events and their locations need prior approval from the CHP and Caltrans.
2. When either agency becomes aware of a special event, they shall notify the appropriate headquarters special event coordinator of the other agency.
3. An encroachment permit is required whenever any special event activity is conducted within the state highway right-of-way which interferes with the unrestricted movement of traffic, requires special traffic control, and/or violates any sections within the California Vehicle Code (CVC) governing the permissible uses of a highway.
4. Before a permit is issued for a special event, a preliminary meeting shall be held with Caltrans, the CHP, and special event representatives to determine highway location feasibility, traffic control needs, the number of personnel required, timing of the event, safety considerations, and other related matters. The permit engineer or the CHP will be responsible for scheduling the meeting. When appropriate, other local authorities and law enforcement agencies shall be invited to attend the meetings.
5. Immediately prior to any special event, an operational meeting shall be held with Caltrans, the CHP, and special event representatives to ensure that all plans are finalized and that all participants are aware of their individual responsibilities. When appropriate, other local authorities, law enforcement agencies, and private traffic control company representatives shall be invited to attend.
6. During periods of high volume or peak traffic flow, special events shall be excluded from any roadway when such usage would have an adverse impact on traffic.
7. Normally, special events shall not be permitted between one hour before sunset and one hour after sunrise.
8. All roadway closures and required traffic control devices provided by qualified private traffic control companies shall conform to state specifications and standards contained in the Manual of Traffic Controls and the Standard Plans Traffic Control Systems issued by Caltrans.

- 9 Roadway closures will be approved only when adequate detours are available. The length of time necessary for roadway closures shall be specified on the permit.
10. Intermittent traffic breaks (not to exceed five minutes), including traffic breaks to allow event participants or spectators to cross the highway facility, shall be approved and provided by the CHP.
11. When required, the permittee shall supply a sufficient quantity of properly functioning communications equipment for effective control of the event.
12. No special event activity shall be allowed that may cause damage to state property.
- 13 State highway "No Parking" temporary signing requires proof of written authorization by the appropriate agency in unincorporated areas and adjacent cities. Such proof is to be attached to the state encroachment permit.

Permittee's support vehicles and equipment essential to the event shall be legally parked off the traveled portion of the roadway so that they do not interfere with the free flow of pedestrian or vehicular traffic. Support facilities to provide lunch or rest breaks for event participants shall be located off the state highway rights-of-way or in areas specifically designated in the permit.

The permittee shall notify Caltrans, the CHP, all affected local law enforcement agencies, fire departments, emergency services, and other interested persons at least 30 days prior to the event, or as otherwise permitted or required by the permit grantor.

All costs incurred by Caltrans and the CHP associated with the preliminary and operational meetings, permit processing, special traffic analysis, identifying sites, and actual on-site operations (including inspections, signing, traffic control, and monitoring of the event) shall be the responsibility of the permittee. Cost estimates shall be provided to the permittee when practicable.

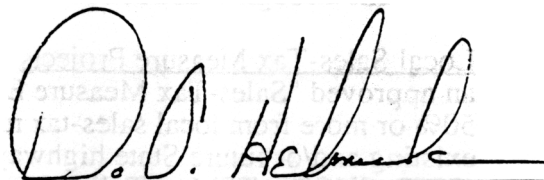
- 17 A completed encroachment package shall be submitted by the applicant to the Caltrans District Permit Office for permit review and approval. This package shall include:
  - a. A completed Caltrans encroachment permit application

- b. Traffic handling plans
- c. If required, detour plans approved by the affected governmental agencies.
- d. Resolutions or written consents from all affected governmental agencies indicating formal approval of the special event and detour. Resolutions or written consents should conform to sample formats contained in the Caltrans Encroachment Permits Manual.
- e. A certificate of liability insurance in an amount as determined appropriate for the event by Caltrans and/or the CHP. This certificate of liability insurance shall name the State of California, its officers, and its employees as insureds.

#### GUIDELINES APPLICABLE TO SPECIAL EVENT HIGHWAY CLOSURES

1. Full two-way directional roadway closures shall be selected where cross streets are at a minimum and where adequate detours, approved by the CHP, Caltrans, and affected local agencies, are available. If adequate detours are not available, the roadway closure shall not exceed one hour and appropriate liability insurance shall be provided by the permittee.
2. Special events for one-way directional closures shall require an approved lane closure, including a buffer zone, with the responsible law enforcement agencies or CHP controlling left turn and cross street traffic. Adequate detours, approved by the CHP, affected local agencies, or responsible law enforcement agencies, and Caltrans, shall be available.
3. All ingress and egress of special event participants and spectators to the closed portion of the highway shall be approved by the state representative in charge (Permit Inspector or CHP incident commander).
4. Operational decisions and/or emergency situations may require the roadway to be reopened immediately. The decision shall be made by the state representative in charge (Permit Inspector or CHP incident commander).
5. End-of-queue signing and/or end-of-queue protection is required when determined necessary by Caltrans and/or the CHP.

The foregoing does not preclude the development of additional guideline criteria by local CHP commands and local Caltrans Districts covering specific problems of mutual concern or interests. This agreement shall remain in effect until either agency deems it necessary to revise any portion of the agreement.

  
JAMES W. VAN LOBEN SELS, Director  
Department of Transportation  
D. O. HELMICK, Commissioner  
Department of California  
Highway Patrol

3 128/97  
Date

3/10/97  
Date